

Associate Provost for Academic Affairs

Attendance

Class Attendance Policy

1. The cornerstone of undergraduate education is communication between the teacher and the learner, and at The Citadel, class attendance is also a duty in cadet life. From reveille at 0645 until taps at 2300, the cadet's day is quite full. However during the period Monday through Friday, less than 20% of the time is designated for classes and laboratories, and these experiences are not to be missed.
2. Class attendance is of higher priority than other normal activities. Although it is acknowledged that cadets must miss classes for certain authorized reasons, every effort will be made to keep these absences to a minimum. This philosophy of *mandatory class attendance* must guide the scheduling of athletic events and connected travel, special events and ceremonies, contract physical examinations, daily and special guard duties, and special leaves. Certain *medical and personal emergencies* will also require the missing of scheduled classes. Should it be necessary to miss a class for any reason, the student will make every attempt to *notify his/her professor at least 24 hours in advance*. However if it is *not possible* to notify the professor in advance of an absence, the cadet must notify the professor immediately after the absence occurs. *The cadet will be responsible for all material covered in his/her absence.* Assigned tests and laboratories are mandatory and take precedence over all other duties (to include Guard) or activities.
3. When a cadet is reported by his/her instructor for missing a class or laboratory that report is forwarded to the cadet (it is a cadet's responsibility to check his/her email daily.), to the cadet's Academic Officer, and to the Tactical Officer. Either the Academic Officer or the Tactical Officer can determine, with documentation from the professor, if the absence is Excused or Unexcused. However, the cadet has only 7 days after an absence is reported to provide the Academic Officer with documentation that might excuse the absence. This 7-day period includes weekends, holidays, and furloughs. If no documentation has been presented within the 7-day period, the absence will be considered unexcused and will carry the following consequences:

Late for Class	Punishments
1 Unexcused Absence	5 Demerits/10 Confinements
2 Unexcused Absences	5 Demerits/10 Confinements
3 Unexcused Absences	5 Demerits/10 Tours
4 Unexcused Absences	5 Demerits/10 Tours
5 Unexcused Absences	5 Demerits/10 Tours
6 or More Unexcused Absences	10 Demerits/20 Tours

When the student has 5 unexcused absences, the Associate Provost *will write the student's parents informing* them of the unexcused classes, the punishments received thus far, and that, **if the number of unexcused absences reaches 10, underclass cadets WILL receive an ACADEMIC DISCHARGE** for the following semester. **A cadet who is otherwise eligible to participate in Cadet Commencement, but who has accumulated 10 or more unexcused absences WILL NOT be permitted to participate in Commencement Activities.** In all other cases, a cadet who accumulates 10 or more unexcused absences will receive an ACADEMIC DISCHARGE for the following semester. There is no appeal for these actions. **NOTE: WARNING IS GIVEN AFTER 5 UNEXCUSED CLASS ABSENCES, AND ACADEMIC DISCHARGE IS GIVEN AFTER 10 OR MORE.**

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4. *Cadets should not be marked absent* for arriving late (Code 151), bringing incomplete homework, forgetting a textbook, or sleeping in class: these actions result in “Neglect of Academic Duty,” Code 123, 10D/20C.
5. There is an academic policy which states that “absences, *whether excused or unexcused in excess of 20% of the meetings of a particular course will, at the discretion of the professor, result in a grade of F in that course.*” In such cases, the attendance record kept by the professor is official. *Therefore, it is important to remember that the number of absences (excused or unexcused) reported in a semester must accurately reflect the student’s attendance.*

Excused, Unexcused Absences, and Late for Class

Excused Absences

- When a cadet misses a class for an authorized reason, this absence should be EXCUSED.
- The only time to DELETE an absence is when the absence was reported in error; in other words, when the professor said that the cadet was absent, but he/she was really present. (Occasionally we also delete if a student withdrew from a class, and for some reason the processing of that paperwork was delayed for a day or two.)
- Even though the cadet couldn’t help missing a class, he/she still has to pay attention to the “20% Rule.” This explains that a professor can decide that if a student misses more than 20% of the class meetings in his course – for ANY reason, to include serious medical problem, car wreck, etc. – then the cadet hasn’t had enough instruction to get credit for the course. This can happen even if all of the absences were EXCUSED, so cadets still need to be sure they get to class!

Unexcused Absence: When a cadet misses a class for an unauthorized reason, this absence will be considered UNEXCUSED.

1. *Each cadet knows* that when he/she misses a class, the CAS sends the cadet an e-mail reminder on the same evening of the reported absence. This e-mail triggers a 7-day period during which the cadet may provide the Company Academic Officer with documentation that *might* excuse that absence.
2. *After seven days* without documentation being provided by the offending cadet, the class absence defaults to *unexcused*, and once the absence defaults to unexcused, it will be reconsidered by a Tactical Officer **ONLY** based on documentation that becomes available *after* the 7-day period of review. That is, if there is documentation available during the 7-day review period, but the offending cadet does not provide it, *the unexcused class absence will not be reconsidered by the Tactical Officer.*

Late for Class

1. Absences and lates will be reported by the professor.
2. If a cadet is *more than 15 minutes late for any class*, the professor may mark that cadet as absent, since a significant portion of the class will have been missed.
3. Cadets reported for sleeping in class will receive “Neglect of Academic duty.” that carries a punishment of *10 demerits and 20 confinements.*